

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 023-06**

**OPEN TO:** ALL INTERESTED CANDIDATES – ALL AGENCIES

**POSITION:** ADMINISTRATIVE MANAGEMENT ANALYST  
FSN-9-105; FP-05 \*\* (steps 1 through 4)

**OPENING DATE:** August 15, 2006

**CLOSING DATE:** August 29, 2006

**WORKING HOURS:** FULL TIME: 40 hours per week

**SALARY:** Not-Ordinarily Resident (NOR):  
US\$ 39,448 p.a. through US\$ 43,106 p.a. (Step 1 through Step 4) ;  
Position Grade: FP-05

(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 8,852 p.a. (Starting Salary)  
(Position Grade: FSN-9)

**Note:** All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of an Administrative Management Analyst in the Defense Contract Management Agency – Middle East (DCMA – ME).

### **BASIC FUNCTION OF THE POSITION**

The incumbent of this position performs a wide variety of administrative, technical and analytical duties pertaining to official travel, safety, training, records management, and other administrative functions to include preparation of correspondence for DCMA-ME Contract Management Office (CMO) headquarters located in Kuwait.

Duties include:

- Serves as DCMA-ME Training Coordinator. Prepares annual training requirements, conducts training surveys, and monitors expenditure of training funds.
- Serves as the Lead Defense Travel Administrator for all DCMA-ME Defense Travel System matters. Tracks travel expenditures and reports to Mission Support Office (MSO) Team Leader on a regular basis.

- Serves as DCMA-ME manager for all records management functions including identification, maintenance, storage, retrieval, retirement and destruction of information recorded in any medium.
- Conducts periodic, random staff assistance visits to the tertiary commands in Egypt and Saudi Arabia to ensure internal control procedures are established and implemented.
- Serves as master time-keeper for DCMA-ME.
- Serves as Agency Program Coordinator for government travel card program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

1. Completion of high school education.
2. Three to five years of administrative, clerical or technical related work experience.
3. Level III (good working knowledge) of English.
4. Knowledge and skill in applying analytical and evaluative methods and techniques to various issues concerning official travel, training, safety, records and payroll management.
5. Skill in the use of computer programs such as MS Word and MS Excel.
6. Possession of a valid Kuwaiti driver's license.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION PROCESS:**

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait

## **DEFINITIONS:**

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.



2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB AUGUST 29, 2006**

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Acting Human Resources Officer – James Maher  
Administrative Officer – Joseph Balancier

Approved on: 08/07/06

Approved  
Deborah Zemolony